

**CITY OF VENTURA**  
**TEMPORARY ART IN PUBLIC PLACES EXHIBITION CHECKLIST**

This checklist outlines the City of Ventura's process to receive and consider requests by artists to exhibit temporary art exhibits in the public right of way.

1. Artist to submit Application for Participation in Temporary Art in Public Places Exhibit to Cultural Affairs Manager or designated administrator (administrator). Application to include:

- A. Artist(s) and contact information.
- B. Type of work, proposed location, and dates of installation and removal.
- C. Signed Waiver and Release of Liability, included in application in form provided by City Risk Management Division.
- D. Attached drawings of art work, an outline of installation and removal methods, and specifications relative to necessary engineering, construction, etc. If requested by City, drawings and specifications signed by certified engineer or design professional, such as architect, may be required.

2. City Departmental Approval

- A. Upon acceptance and review of application, administrator to forward application to necessary City departments for approval. City department director or manager will indicate which staff member(s) will be a designated contact (designee) with authority to approve application.
- B. City department designees may request a meeting to view site and/or proposed artwork.
- C. Approving City department designees to sign application and return to administrator.
- D. If disapproved, City department designees will provide reasons for disapproval and/or any deficiencies that need to be provided prior to approval.

2. Risk Management Division Approval

- A. Administrator will forward application and attached documents to Risk Management Division for approval.
- B. Risk Manager may request a meeting to view site and/or proposed artwork.

- C. Upon approval, Risk Manager will forward signed application to administrator.
- D. If disapproved, Risk Manager will provide reasons for disapproval and/or any deficiencies that need to be provided prior to approval.

### 3. Permitting Office Approval

- A. Administrator will forward application and attached documents to appropriate Permitting Office for approval and to ensure exhibit does not conflict with other events and is on file as a reference in the case of permitting applications involving the proposed site. If proposed site is a park or promenade, application is forwarded to Parks Division. If proposed site is a street, sidewalk, or facility, application is forwarded to City Information section of the Marketing and Public Affairs Division.
- B. Upon approval, Permitting Office will forward signed application to administrator.
- C. If disapproved, Permitting Office will provide reasons for disapproval and/or any deficiencies that need to be provided prior to approval.

### 4. Drawings and Specifications

- A. If requested by City approving departments or administrator, drawings and specifications signed by certified engineer or design professional, such as architect, may be required.
- B. City may require submitted drawings and specifications to be reviewed and approved by City Engineer relative to electrical, mechanical, and/or structural engineering and safety requirements.

### 5. Final City Approval of Application

- A. Upon approval by necessary City departments and Risk Management Division, administrator will approve and sign the application and return it to applicant. The City will retain a copy of the application.
- B. If disapproved, administrator will provide reasons for disapproval and/or any deficiencies that need to be provided prior to approval.
- C. Review of applications may take up to four weeks for approval.